

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 30, 2015
CC: All Departments



Town Administrator: This week was a short office week with the Thanksgiving holiday. This week's activities included final preparation of my proposed FY16 budget to the Select Board and another productive meeting of the community center working committee. Town Engineer Ray Korber reported on a productive meeting with NH DOT regarding the village sidewalk project. Several key criteria were agreed upon with NH DOT and preliminary alternative plans will be prepared this week for a design review next week. Karin Nelson updated me on the Town's milfoil eradication efforts. On Wednesday I met with a representative of NH DRED (Department of Resources and Economic Development), WEDCO (Wentworth Economic Development Corporation) and owners of a local manufacturing business to talk about their plans for possible expansion in Moultonborough. This could be an excellent opportunity for the creation of quality jobs in Town.

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. This week Vision personnel will be finishing measuring the exterior of properties in the Lee Road area and then inspecting properties in the Sheridan, Holland and Ossipee Mountain Road areas. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: With the short holiday week, the crew stayed busy splitting wood for Highway Garage. The crew remounted truck #15's sander and rebuilt the steel to lock into the tailgate. Truck #3 had the on-spots installed and truck #6 had the sander installed. Truck #2 was utilized with the chip box to go to the Academy to chip the brush in the parking lot by the auditorium. The crew cleaned up garbage that was on Evans Road near Route 25 per the PD's request and graded in front of the bins at WMF before the ground freezes. Foreman Wakefield held a crew meeting Tuesday morning and went over this year's plow routes, assigned trucks and expectations for the season ahead. The crew headed out to "run" their new routes and check for any winter plow hazards (marked same with whips). A cremation burial was attended to at Bean Cemetery.

Facility & Grounds Division: The weekly recyclables were collected. Curbing was marked out in parking lots in preparation for plowing. Inventory of all HVAC mechanical equipment is under way for PM pricing. The WMF generator was checked for a fail to start and the technician was called to resolve the problem. Temperature control was looked into again at Town Hall,

with ceiling heat vents being opened up in several zones to help rectify the situation for now. Agent Kinmond registered the aqua-therms for the Lee's Mill Town dock which were installed in preparation for the season start up, with two signs placed on both ends of the docks. Agent Kinmond finalized carpet cleaning for Town Hall and Recreation Center. Agent Kinmond was called out on Thanksgiving morning for a leak in the radiant floor at a boring hole at the Fire Department's apparatus bay and the leaking zone was shut down. The radiant floor is currently operating on one zone and Staff will be working to repair the damaged lines. This coming week the Town wreaths will be installed as well as the Town Christmas tree at the Taylor Property and prepared for lighting on December 5th.

WMF Division: Co-Manager Filpula reported that the facility shipped a container of scrap metal, 1-MSW and 1-C&D. The co-managers were able to broker a load of cardboard through Cassella, and hope to ship it this week. The glass hauler will hopefully be in this week to transport our glass to Wakefield for processing. The generator was serviced and should be good for winter use if needed. The managers are working on brokering other baled products to clean out storage areas before year-end.

Moultonborough Police Department: The Moultonborough Police Department recorded 299 log entries, which included the following calls for service, 18 motor vehicle stops, 1 assist to Fire/EMS, 0 Directed Patrols, 1 arrest, 0 complaints, 0 MV Accidents, 0 MV Complaints, 0 residential alarms, 0 commercial alarms and 0 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 805 calls for emergency service. For the period of 11/20/15 to 11/26/15 there were 13 calls for service: (5) Medical Emergencies, (1) Building Fire, (1) Trash Receptacle Fire, (1) Motor Vehicle Accident, (1) Power Line Arcing Call, (3) Good Intent Calls, and (1) False Fire Alarm. MFR received mutual aid assistance on one call from Center Harbor, Meredith, and Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:00 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 4:40 min.

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:00 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: 11/22, the Department responded to a building fire on Bodge Hill Road. Upon arrival Stewart's Ambulance reported fire visible from two sides of the building on the first floor. A first alarm mutual aid assignment was requested. Upon arrival, Engines 1 and 4 found fire venting from a window on the rear of the building. Firefighter Gravelle deployed a hose line and quickly extinguished the fire while Captain Fullerton and Firefighter Dow entered and conducted a primary search of the building; they were assisted by a crew from Sandwich on a secondary search that found two canines. Efforts to resuscitate the two canines were unsuccessful. No injuries were reported. The home sustained severe damage to one bedroom and smoke damage to the entire structure. The fire is not considered suspicious. 11/23 Glenn Davis of Lakes Region Fire Apparatus conducted a training session on the new initial attack engine. Personnel were instructed on the operating controls and features of the vehicle. Practical application of the compressed air foam system and the pump were performed at Lee's Mills. The department issued one fire permit and processed one request for fire insurance information.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health: The last two weeks I issued 9 building permits and 21 subcontractor permits. The Bacteria and Chemical water test on the Lions Club passed. The required water testing is completed for the year. I attended two of the NHMA conferences last week in Manchester and they were very helpful. I have closed out 3 complaints and have 2 that are being worked on and should be complete very soon. I have 1 complaint that we need to see if over time it is a violation or not.

Human Services: Nothing to report this week.

Recreation Department: Team for Youth Basketball grades 3-6 have been created, and practices begin this week at MCS. In-house games are scheduled for December 12 and 19. After the holidays, the MRD teams will begin playing the Bill Lamper teams from Meredith. On Saturday, December 5, MRD will be represented at the PTA Holiday Fair at MCS. We will be taking registrations for our Greetings from the North Pole event, which will take place on Monday, December 7. Families signed up for the event will receive a phone call from Santa. On Friday, December 11, MRD and the Public Library will host a Holiday Open House, beginning at 5 p.m. The fun begins with Minute to Win It games at the Recreation Department. There will also be Crock Pot dishes for participants to enjoy before they head over to the Library for the lighting of the Christmas tree on the lawn, sing a long, and a Christmas story. The evening will wrap up with a visit from Santa Claus and goodies for all to enjoy! On December 12, MRD has an adult trip scheduled to see the Boston Pops play at the Verizon Wireless Arena. This trip is being run in conjunction with Meredith Parks & Recreation. The trip is sold out at this time, however, we have started a waiting list in case someone cancels. MRD is currently taking registrations for Rec. the Halls Vacation Camp, December 21 - 23. The camp will take place at MCS from 8:30-4 p.m., for children in grades K-6.

Important Dates to Remember

Board of Selectmen's Meeting, December 3, 2015

Board of Selectmen's Budget Work Session, December 4, 2015, 8:30 AM

Board of Selectmen's Meeting, December 10, 2015, 7 PM

Cancelled Board of Selectmen's Budget Work Session, December 11, 2015

Board of Selectmen's Meeting, December 17, 2015, 7 PM

Board of Selectmen's Budget Work Session, December 18, 2015, 8:30 AM

Merry Christmas, All Non-Essential Departments Closed, December 24 & 25, 2015

Staff Meeting, Tuesday – December 1, 2015, 9 AM